DRAFT
20 Nov 73

25X1A9a

MEMORANDUM FOR: Director of Personnel

ATTENTION · Chief, Position Management and Compensation Divisio.. ??

SUBJECT : Position Up-grade

1. It is requested that position number 0339, Budget and Finance Officer, GS-12, be upgraded to GS-13. This upgrading is reflective of the responsibilities and duties incumbent upon this position and brings the grade level closer to comparable positions elsewhere in the Agency. A position description is attached for your information.

2. In judging upon this request please note that the Director of Finance concurred in its establishment at the GS-13 level and further that this position was budgeted at a GS-13 in Fiscal Years 1974 and 1975. In order to effect this upgrading without an increase in average grade it is recommended that the position 0258, Staff Officer, be downgraded to a GS-12.

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Administrative Officer, DCI

Attachment:

A/S

MEMORANDUM FOR: ⌐AD .

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(DATE)

FORM NO. 101 REPLACES FORM 10-101 (47)
1 AUG 54 WHICH MAY BE USED.

#1. Still have to look key for this now.
#2. don't lose cite of this
#3. Advi 00/0F by 28 Feb if still not upgraded

JOB DESCRIPTION
OFFICE OF THE DIRECTOR OF CENTRAL INTELLIGENCE (O/DCI)
EXECUTIVE SECRETARY
ADMINISTRATIVE STAFF
POSITION 0339
BUDGET AND FINANCE OFFICER

I JOB DESCRIPTION

Under the general supervision of the Administrative Officer, O/DCI,
is responsible for the providing the budget and financial support to the
newly reorganized DCI Area, ie., the O/DCI and the six Independent Offices.
Serves as the decentralized certifying officer for the DCI Area as well as
providing ad hoc general and administrative support within disciplines other
than those strictly budget or finance in nature.

II DUTIES AND RESPONSIBILITIES

1. Serves as the Budget Officer for the DCI Area (Directorate)
Planning Officers.

a) In response to the various Office of the Comptroller (vice O/PPB)
"Calls", queries, and ad hoc tasks, and reflecting DCI Area plans
and programs - prepares the various budget submissions in their
Program, Congressional, and Operating stages.

b) Based on continuing review of budgetary trends and program direction
status, prepares recommendations and reports and recommendations
to the DCI Area Programming Officers.

c) In response to Office of Joint Computer Services requirements,
assures the accuracy and validity of the DCI Area Financial
Resources Data Base.

d) Certifies to the availability of funds for DCI Area funds in
answer to program requirements.

e) Prepares and assits in the preparation of the several recurent and

periodic budget/program data reports requested by the Office of

the Comptroller, the CIA Management Committee, et al.

x2x   2. Maintains the documentary imput and contrels for the DCI Area

         a) Responsible for the maintenance of the DCI Area funds obligation

            records and preparation of reporting on funds/obligation status.

         b) Compiles and computes ~~thexnumxxxxx~~ background, budgetary, and

            statistical data to assist the DCI Area managers in evaluating

            allocation of resources and ~~xxxx~~ program/cost effectiveness.

     3. Serves as the single decentralized certifying officer for the

      DCI Area.

     4. Responsible for the provision of financial support tb the DCI Area,

      including, but not limited to, travel, procurement, rentals, and

      miscellaneous contractural obligations.

     5. Provides overall financial/regulatory advise and guidance and

      supervises the performance of the AO/DCI Administrative Assistant

      in finance/budget related tasks.

     6. Performs such other ad hoc tasks as deemed appropriate by the

      AO/DCI.

III

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